

Job Announcement:
Director, Criminal Record Sealing & Respondent Representation Programs

Rising for Justice (RFJ) invites applications for a Director for its Criminal Record Sealing Program and Respondent Representation Program. This management-level position is part of RFJ's leadership team and reports to the Deputy Executive Director. It provides oversight of program staff to ensure compliance with organizational policies and serves as a model of excellent workplace practices.

Position Responsibilities:

- Supervise a team of staff attorney(s), paralegal(s), and undergraduate and law student interns;
- Provide direct client representation as co-counsel or lead counsel in select cases.
- Oversee and/or provide on-call support to respondents in Civil Protective Order (CPO) and Anti-Stalking Order (ASO) matters, including same-day in-court representation;
- Oversee case monitoring and tracking activities;
- Oversee screening of potential cases for placement with pro bono partners;
- Conduct outreach and Know Your Rights presentations on District of Columbia law related to the expungement or sealing of arrest and conviction records.
- Maintain pro bono training materials, conduct pro bono attorney training sessions, and recruit and mentor pro bono counsel.
- Maintain internal staff and intern training materials; conduct staff and intern training sessions, and recruit and mentor interns.
- Assist in developing and implementing an expanded data collection system and ensure accurate and complete data input in the office's case management and data collection systems; and
- Monitor and report on performance relative to grant requirements.

Qualifications:

- Must be a member of the DC Bar or eligible to waive into the DC Bar.
- At least 6 years of combined litigation, management, and/or supervisory experience.
- A strong work ethic, client-centered approach to advocacy, and an innovator with excellent communication and organizational skills.
- Preferred qualifications include prior experience in criminal defense, expungement/record sealing, and/or civil protection order/anti-stalking order cases.

Hours, Salary, and Benefits:

This is a full-time position with a 40-hour workweek. A fixed scale determines RFJ salaries based on years of relevant experience. The salary scale for this position is \$115,000 to \$120,000 annually. RFJ offers a competitive benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual, and personal leave; life and disability insurance; and paid federal and local holidays. RFJ currently offers a hybrid work environment, with three days of in-office work and two days of remote work.

To Apply:

Each candidate should submit a cover letter and resume via email to Linda Brooks, Director of Human Resources, at careers@risingforjustice.org. Please indicate "Director, Criminal Record

Sealing/Respondent Representation Programs [your full name]" in the subject line of the email. Review of applications will begin immediately and continue until the position is filled.

About Rising For Justice:

Founded in 1969, RFJ, formerly known as D.C. Law Students In Court, is the oldest law-school clinical teaching program in Washington, DC. It operates as a public-interest legal services provider and a clinical education program for law school and social work graduate students, serving more than 4,000 clients per year. Much of RFJ's work focuses on preventing evictions and displacement for low-income tenants in Washington, DC. In addition, RFJ represents justice-involved DC residents in need of a fresh start by sealing their criminal records, and individuals seeking family stability by representing respondents in civil protective order and anti-stalking order cases. RFJ provides services from its main office and its DC Superior Court office.

Rising for Justice provides free legal and social work services to low-income Washington, DC residents while training public-interest advocates through clinical programs and partnering with pro bono attorneys to expand capacity. RFJ is committed to strengthening the voices of its low-income clients, collaborating with community partners, and rooting out the inequities that keep people in poverty. RFJ embraces equal justice and diversity as core values and strives to maintain a vibrant, welcoming, innovative, and collaborative workplace. The organization is committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. Its commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation. Candidates of all identities, experiences, and communities are encouraged to apply.